

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

April 10, 2019 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Jonathan Start, MTPA/KATS – Chair
Todd White, MDOT

Gary Mekjian, MML
Rob Surber, DTMB/CSS

Support Staff Present:

Niles Annelin, MDOT
Tim Colling, MTU/LTAP, via Telephone
Mark Holmes, DTMB/CSS
Polly Kent, MDOT

Roger Belknap, MDOT
Cheryl Granger, DTMB/CSS
Dave Jennett, MDOT
Gloria Strong, MDOT

Members Absent:

None

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:37 a.m. Everyone was welcomed to the meeting.

2. Changes or Additions to the Agenda:

None

3. Public Comments on Non-Agenda Items:

None

4. Election of Committee Officers (Action Item):

The committee needs to elect a vice chair for the ACE Committee.

Motion: D. Bradshaw made a motion to elect Gary Mekjian as Vice Chair and re-elect Jonathan Start as the Chair for the TAMC ACE Committee; T. White seconded the motion. The motion was approved by all members present.

5. Consent Agenda – J. Start (Action Items):

5.1. - Approval of the March 6, 2019 Meeting Minutes (Attachment 1)

Motion: T. White made a motion to approve the March 6, 2019 meeting minutes; D. Bradshaw seconded the motion. The motion was approved by all members present.

5.2. – TAMC Financial Report – R. Belknap (Attachment 2)

R. Belknap provided a copy of the April 5, 2019 TAMC Budget Expenditure Report to the Committee for their review. All first quarter invoices have been submitted.

5.3. – Local Technical Assistance Program’s “*The Bridge*” Newsletter Article Schedule (Attachment 3)

TAMC did not do an article for the second quarter that was due on March 22, 2019. MTU is now going through their final review of their newsletter. Since TAMC has not submitted a full article, MTU will do a sidebar telling everyone that the annual report will be available (May 2, 2019) and provide the location of where they can find the report. MTU will get some graphics from support staff to go along with the sidebar. It was suggested that instead of TAMC doing a complete article every March, TAMC will only do a sidebar regarding the annual report to go along with the May 2 release of the report each year.

For the third quarter, the committee modified the schedule again and requested that an article be done on the Michigan Infrastructure Council, Water Asset Management Council, and TAMC (MIC/WAMC/TAMC). D. Jennett will write the article and provide the draft article to the committee for review in time to submit the article to MTU by June 3, 2019. D. Jennett will work with Vicki Sage of MTU to assure the article meets MTU’s requirements.

For the fourth quarter, the committee decided that the ACE Committee will do an article on the asset management plans and the TAMC asset management plan template. The fourth quarter article is due to MTU by September 01, 2019.

The committee was reminded that if support staff is responsible to write an article, they will need to know in advance with enough time to complete the research and write-up.

Action Item: D. Jennett will write the article on MIC/TAMC/WAMC (due June 3, 2019) and work with Vicki Sage of MTU to assure the article meets MTU’s requirements.

6. Review and Discussion Items:

6.1. – TAMC Awards 2019 – R. Belknap (Attachment 4)

So far, TAMC has received five recommendations for the TAMC awards. A copy of each of the submissions was provided to the committee. R. Belknap feels all five of the agencies that have submitted a nomination are worthy of the award and have met the awards criteria. The committee decided to award all five agencies with a TAMC award. The committee would also like to place the awards submissions on the TAMC Website for people to see their efforts. This may also give other agencies ideas on how to provide best practices and provide unique ideas to better their operations. Support staff has seen an increase in award nomination submittals. The committee requested that support staff build a scoring matrix to help rank each of the award nomination submittals. This will place agencies high scoring to low scoring to help select top agencies. Support staff will send out the request for nominations in January of each year to all Act 51 agencies with a deadline of early March so that staff will have enough time to review the nominations, apply the matrix, and submit their findings to the ACE Committee by mid-March for their final selection of the award winners. The awards are typically presented once a year at the TAMC Spring Conferences. This year the awards will be presented at the May 22, 2019 TAMC Spring Conference in Gaylord, Michigan.

Motion: Each of the award submissions received are equal in their asset management efforts and meet all TAMC award criteria. T. White made a motion to give an award to all five agencies; G. Mekjian seconded the motion. The motion was approved by all members present.

Action Item: Support staff will create a scoring matrix to help rank each of the award nomination submittals and will be prepared to send out the request for nominations in January 2020 with a deadline of early March.

6.2. – 2019 TAMC Spring Conference in Collaboration with APWA – G. Strong (Attachment 5)

The TAMC and the American Public Works Association (APWA) Conference will be held on May 22 - 23, 2019, at the Treetop Resort in Gaylord, Michigan. APWA will hold their annual golf outing on May 21, 2019, as well as, a welcoming reception in the evening at the main lodge, where everyone attending the conference can participate. On Wednesday, May 22, 2019, in the morning TAMC will be in the Oak Room of Treetops Resort and APWA will be in the Conference Center. In the afternoon, TAMC and APWA

will hold joint sessions in the Conference Center. The committee likes the idea of having the attendees move around in the afternoon. It helps them re-focus after lunch and gives them a chance to stretch their legs. APWA will have a vendor tent located outside of the Conference Center on Wednesday, with displays on the inside and equipment on the outside. On Thursday, May 23, 2019, APWA will hold APWA only sessions. G. Strong is working with APWA conference planners and MTU on the logistics. TAMC conference attendees will lodge at the Otsego Resort approximately 5 minutes away from the Treetops Resort.

6.3. – Draft TAMC Policy for Submittal and Review of Asset Management Plans – J. Start/R. Belknap (Attachment 6)

Public Act 325 created new reporting and submission requirements for Asset Management Plans. By 2025, agencies with 100 or more centerline miles are required to submit an asset management plan that has been approved by their governing body. R. Belknap has been updating the draft TAMC policy for the submittal and review of asset management plans. J. Start shared a written description of eight (8) concerns and suggestions at the last ACE Committee meeting that he had for the first draft of the policy. R. Belknap has incorporated or addressed those concerns in the revised policy. Agencies will use this policy to submit a plan. If an agency does not have 100 centerline miles of public road, they are not required to do a plan. As requested previously by the ACE Committee, R. Belknap has placed this information closer to the beginning of the policy. He has added that MDOT is not required to submit an asset management plan but is required by federal law to prepare its Transportation Asset Management Plan (TAMP). Once the TAMP is completed it must be approved by the Federal Highway Administration and will also go to the State Transportation Commission for approval. The ACE Committee would like to add that agencies not included in the 100+ centerline mile group can volunteer to do a plan. Additional support staff is being looked at in order to process the asset management plans when they are submitted. Support staff will have a check list of the items that are mandated to be in the plans to expedite the process. MTU is working on an Asset Management Plan Template, which is due by October 1, 2019. MTU plans to have the draft template available for the Council's review at the June 5, 2019 TAMC Strategic Planning Session. MTU has put a placeholder in the template for traffic signals and culverts. Agencies are not required to have a complete inventory of traffic signals and culverts yet, but should be able to articulate what their plans are for reviewing them over the next three years. For aspirational goals, the draft policy states that they need to show that they made a good effort in order to complete the goals that they set out to accomplish. The Council does not want them to set unrealistic goals. TAMC support staff will send any agency that does not meet the requirements a letter explaining why they did not meet them. The agency would then have six (6) months from the notification to make the corrections and return a revised plan to TAMC. The draft policy states that the agency must develop a strategy to become compliant. If an agency does not submit an asset management plan or does not make the required corrections as notified by the required deadline, TAMC support staff and the MDOT Act 51 team will send the agency a letter stating that the agency is out of compliance and will not get their Michigan Transportation Funds (MTF).

Action Item: R. Belknap will make the revisions to the policy as discussed today and provide a revised draft of the policy to the ACE Committee by the end of April.

Motion: G. Mekjian made a motion to delay actions on the policy and for members to review and provide all of their comments to R. Belknap by the end of April. The policy will then be reviewed at the June 5, 2019 TAMC Strategic Planning Session. T. White seconded the motion. The motion was approved by all members present.

6.4. – TAMC June 5, 2019 Strategic Planning Session and 2020-2022 TAMC Work Program and Budget – R. Belknap/J. Start

The Council and all council committees will discuss any new items that have been added to the work program and how those items tie into the TAMC budget at the June 5, 2019, TAMC Strategic Planning Session. The Committee would like to create a process for when and how TAMC creates its budget.

R. Belknap has been asked to create a list of the items from the Council and committees that will need to be discussed at the session. J. Johnson is working on the session agenda.

6.7. – 2018 TAMC Annual Report Update – D. Jennett

This agenda item was postponed and will be discussed at the full Council meeting this afternoon.

7. Public Comments:

None

8. Member Comments:

None

9. Adjournment:

The meeting adjourned at 12:03 p.m. The next meeting will be held July 10, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION

MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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